



**DATE ISSUED:** 02/18  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Coordinator of Internships

### ***JOB SUMMARY***

Responsible for the coordination of student internships and experiential learning programs institution-wide. The Coordinator works within the Pioneer Center for Student Excellence in collaboration with the staff of experiential learning to coordinate processes that support and enhance internships and experiential learning. The Coordinator serves as a point of contact for department internship supervisors or coordinators, maintains a clearinghouse of internship and experiential learning opportunities, evaluations, and assessment data in support of internships and experiential learning. The Coordinator plans and conducts internship workshops and promotes internships institution-wide. Additional responsibilities include, but are not limited to, assisting in developing relationships with businesses and civic entities that can provide potential internship and experiential learning opportunities for students. Work is performed under minimal supervision, and performance is based on completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with University Policies and Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director, Internships & Experiential Learning

*Supervises:* May supervise Graduate Assistants and Student Assistants

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Coordinates student internship and experiential learning programs.
- Develops and maintains clearinghouse or database of internships for students institution-wide.
- Administers and promotes process and activities in support of internships and experiential learning.
- Serves as liaison to department internship supervisors or coordinators.
- Maintains evaluations and assessment data for internships.
- Develops and produces statistical and analytical reports.

- Assists in developing civic and business relationships that increase opportunities for internships and experiential learning for students.
- Collects data and follow-up surveys to assist in the development, implementation, evaluation, and continuous improvement efforts of the Pioneer Center.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required. Years of experience may substitute for required education on a year for year basis.

### **EXPERIENCE**

Three years of experience in an academic setting.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. May require work on evenings or weekends when university events are scheduled.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of internship, experiential learning pedagogy and student success initiatives.
- Knowledge of academic programming related to internships.
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment.
- Ability to develop and maintain databases, reports, and processes.
- Ability to integrate resources and information to assist in developing procedures and to solve problems.
- Ability to present information effectively to internal and external audiences.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate effectively by phone, in person, and in writing.
- Ability to produce accurate reports under time pressure, when needed.
- Ability to multi-task, develop and present workshops or training, and ability to advise and guide students specific to experiential learning and internship opportunities.
- Ability to establish and maintain effective working relationships with students, faculty, and staff.

- Ability to use a personal computer and other office equipment, including university related software and email.

### **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***